

## COUNCIL – 29TH JULY 2019

### Report of the Monitoring Officer

#### ITEM 3.2 APPOINTMENT OF HEAD OF PAID SERVICE (CHIEF EXECUTIVE)

##### Purpose of Report

To seek approval to formally offer the position of Head of Paid Service (Chief Executive) to the successful candidate as recommended by the Member Appointment Panel, following a recruitment process.

##### Recommendations

1. That the position of Head of Paid Service (Chief Executive) be formally offered to Mr Robert Mitchell at a starting salary of grade CEX1 (£125,000 per annum), and subject to completion of the Council's standard pre-employment checks.
2. That delegated authority be given to the Monitoring Officer, in consultation with the Leader of the Council, to finalise a start date for Mr Mitchell after the required pre-employment checks have been satisfactorily completed.
3. That Mr Mitchell also be appointed as Returning Officer and Electoral Registration Officer with effect from the commencement of his employment wth the Council.

##### Reasons

1. To reflect the unanimous recommendation of the Member Appointment Panel that Mr Mitchell should be offered the appointment following the recruitment process.
2. To ensure that a start date can be agreed expeditiously.
3. To confirm Mr Mitchell's appointment to the other statutory positions fulifilled by the Head of Paid Service (Chief Executive).

##### Policy Justification and Previous Decisions

At the meeting of the Personnel Committee on 13th June 2019, in accordance with the requirements of the Constitution the Committee established a Member Appointment Panel to be involved in the recruitment process for a new Head of Paid Service consisting of the following Members:

- Cllr Morgan
- Cllr Barkley
- Cllr Hunt

- Cllr Ranson
- Cllr Miah

Following the job opportunity being advertised, fifteen applications were received.

Supported by independent specialist advice from East Midlands Councils HR Service, who were commissioned to assist with the selection process, the Member Appointment Panel then agreed a shortlist of five candidates to participate in an Assessment Centre. This process involved psychometric testing, a meeting with a Panel of partner representatives, and a presentation to the Member Appointment Panel.

After completion of the Assessment Centre process the two strongest candidates were selected for formal interviews, which were undertaken by the Member Appointment Panel.

Following the formal interviews, the unanimous decision of the Member Appointment Panel was that they wished to recommend to full Council that an offer of appointment be made to Mr Robert Mitchell.

Mr Mitchell is currently Chief Executive Officer at Ashfield District Council in Nottinghamshire, a position he's held since June 2015, and he was previously a Director at Tamworth Borough Council. He lives locally with his family in Quorn.

As required by the Constitution, Cabinet members were given an opportunity to consider the recommendation of the Member Appointment Panel, and no objections were made to the proposed offer of appointment.

#### Implementation Timetable including Future Decisions and Scrutiny

To ensure a smooth transition process and stability to the Council, the Leader of the Council has agreed with the incumbent Chief Executive that he will remain in employment until 30th November 2019.

#### Report Implications

##### *Financial Implications*

There are no financial implications directly arising from this report.

##### *Risk Management*

The risks associated with the decision Council is asked to make, and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Possible issues with the suitability of the recommended candidate	Unlikely (2)	Serious (3)	Moderate (6)	A rigorous and thorough recruitment process has been followed, and standard pre-employment checks will be completed. As with all new employees, there will also be a 6 month probation period.

Background Papers: None

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